

## **Steps in Completing a PHA**

1. Identify population requiring PHA from standard. For this metric, HQUSACE SOH Office reviewed Corps employees' occupationally-related accident/illness cases for the period FY99-FY04. An analysis of the data showed that 70% of the total cases were from only 30 different job series. A prioritized list of these job series (by number of cases per series was constructed). A population number for each of these job series in each command was constructed using RM database. Metric established to measure completion of PHAs, to include all steps to signature by employee and supervisor against population number. Metric expressed as percent completed of population.

2. Supervisor and employee shall complete a PHA (See Figure 1, EM 385-1-1).

The PHA shall includes:

- a. demographic information,
- b. clearances required,
- c. position tasks,
- d. hazard(s) for each task identified,
- e. recommended controls,
- f. protective equipment to be used for each task,
- g. inspection requirements for each task, and
- h. safety and health training requirements for each task
- i. physical requirements to perform task

3. Supervisor shall instruct employee:

- a. in the tasks to be performed,
- b. the hazards to be encountered,
- c. the potential adverse effects of exposure to hazards, and
- d. controls to be used.

4. Employee shall be provided adequate training specifically related to:

- a. safe work practices
- b. administrative controls
- c. engineering controls
- d. safety and health equipment and personal protective equipment (PPE)

to be used.

5. Employee must demonstrate understanding of the safety and health equipment and PPE to be used to include:

- a. limitations
- b. useful self-life
- c. how to properly don (put on) and doff (take off)
- d. how to properly care for
- e. how to inspect
- f. how to maintain
- g. store, and

- h. dispose of
- 6. Attach to PHA, documentation of training completed to include:
  - a. full description of training provided and subject matter taught, and
  - b. date(s) training completed
- 7. Supervisor and Employee Signature and Date Signed on Completed PHA.

**Maintenance of PHA**

- 8. Supervisor and employee conduct a full review of PHA at least annually or whenever there is a significant change in work tasks or hazards.
- 9. Supervisor and Employee Signature and Date Signed on Completed PHA.